

METHOD STATEMENT

Task or Process: **CLEANING BODY FLUID SPILLAGES**

Ref: **MS008**

APPENDIX 6

<p>Equipment & Materials. Disposable cloths (colour coded). Disinfectant. Body fluid spill kit. Paper towels. Warning signs. Mop and bucket (colour coded).</p>	<p>Safety. Ensure PPE is worn at all times. Ensure that chemical is in correct container. Ensure chemical is labelled correctly. Ensure adequate ventilation. Follow COSHH instructions on use of chemicals. Do not leave chemicals unattended.</p>
<p>Control Measures. Only trained personnel to carry out process. Floor mounted warning signs. Area de-commissioned whilst process takes place. Restricted access to public/visitors whilst process takes place.</p>	<p>Personal Protective Equipment. Rubber gloves. Splash goggles. Barrier mask. Overshoes. Disposable over suit.(if deemed necessary)</p>
<p>Emergency Recovery & Rescue. Non-applicable for this process.</p>	<p>Additional Risk Assessments. COSHH assessment for Disinfectant. COSHH assessment for Spill Kit.</p>

Procedure:

1. Assemble and check equipment.
2. Put on the above personal protective equipment.
3. Check area for location and approximate size of spillage.
4. Open spill kit and check contents.
5. Start by sprinkling body spillage powder over the spillage and leave for recommended time period, check the manufacturer's guidelines.

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6. With the plastic scoop pick up the bulk of the spillage and place inside of the yellow clinical waste bag.
7. Apply the disinfectant contained within the kit to the area of the spillage.
8. Using the paper towels wipe the immediate area of the spillage absorbing the disinfectant with the paper towels, place the used paper towels in to the yellow clinical waste bag.
9. Half fill the mop bucket with hot water, using a colour coded mop and the hot water mop the entire floor area.
10. Check the floor area for cleaning standard.
11. Dispose of the mop head, protective clothing and other contaminated items used in connection with the spillage into the yellow clinical waste bag.
12. Seal the bag and take to the clinical waste bin to dispose of.
13. Return cleaned equipment to the cleaning store.
14. Remove warning signs only when floor area is dry.
15. Re-commission area for use.

Always inform the caretaker, supervisor or operations manager of any defective or damaged equipment or items you have encountered whilst carrying out your duties.

Review Dates:

1/: __ / __ / __

2/: __ / __ / __

3/: __ / __ / __